

Addendum No. 1

This Addendum No. 1 is issued for the Request for Proposal for Statewide Office Supply Program that was issued on May 5, 2004.

Summary of this Addendum:

- Attachment D (Pricing Sheets) is replaced in its entirety. The replacement pricing sheets include the manufacturer item numbers. (See separate Excel spreadsheets posted on Courtinfo website. Note multiple spreadsheets within Excel Workbook.)
- List of questions submitted at the Pre-proposal Conference on May 18, 2004 and the answers.

Pre-Proposal Conference Questions and Answers

1. Does the delivery charge have to be included in the unit price, or can the vendor quote FOB?

ANSWER: The delivery charge must be included in the unit price.

2. Is there an estimate of the approximate dollar volume spent per year, by all locations consolidated?

ANSWER: The AOC is unable to provide an estimate of the approximate dollar volume at this time. Note that the Master Agreement is not mandatory for a Judicial Branch Entity and they may or may not use the Master Agreement once it is fully executed.

3. As a certified small business, can a vendor be awarded this bid even if the vendor is not a Disabled Veterans Business Enterprise (DVBE)?

ANSWER: Yes. The evaluation criterion does not include consideration for DVBE or small business enterprises; award will be made to the vendor who provides the best overall value based on the evaluation criteria.

4. Will the AOC provide the suffix of the item numbers listed on the price sheets?

ANSWER: Exhibit D, Pricing Sheets, has been revised and includes the manufacturer item numbers.

5. Can more than one proposer be awarded the contract/master agreement?

ANSWER: Yes, the AOC reserves the right to make multiple awards.

6. Why are toners and paper not included?

ANSWER: A solicitation for paper has been awarded as a result of a previous solicitation. A separate solicitation for toner cartridges will be posted in the near future. These items may be included as non-contract items.

7. Do the individuals listed in the RFP comprise the evaluation committee?

ANSWER: The names of the individual members of the evaluation team will not be provided. The evaluation committee will be comprised of AOC and court personnel.

8. Is the AOC general funded? Does this delay payment?

ANSWER: The AOC, HCRC, and Appellate Courts are funded through the general fund and payments are processed through the State Controller's Office. Typically, payment processing is 45-60 days from receipt of invoice. The Trial Courts are funded through a separate funding source and payments may be processed directly by the court, or the county, or the AOC Accounting Processing Center. As such, timing of payment for the Trial Courts may vary but is typically net 30.

9. Is the total dollar estimate of the RFP required to answer Attachment E (DVBE Participation Form) and furnish DVBE percentage for the total contract?

ANSWER: The DVBE percentage for this solicitation should reflect the typical percentage of overall sales for the vendor's DVBE subcontractor's product(s). The vendor should identify the DVBE vendor, the product or service provided by the DVBE vendor and the percentage of total sales represented.

10. If the top two vendors are equal on pricing, but one vendor checks "Yes" on Attachment E (DVBE Participation Form) and the other vendor checks "No" and completes parts B and C of the form, does the vendor completing part A of the form automatically win?

ANSWER: No, the contract will be awarded based on the evaluation criteria stated in the RFP which includes criteria other than price; the evaluation criteria does not include consideration for DVBE or small business enterprises. If in the very unlikely case that two vendors score exactly the same, the contract will most likely be awarded based on exceptions taken to the Master Agreement terms and conditions.

11. Is this contract NOT a "must buy" for the Judicial but a "strong option"? Can each Judicial Branch Entity put out its own bid for office supplies?

ANSWER: Each Judicial Branch Entity makes its own purchasing decisions based on what is in its best interest; none of the Judicial Branch Entities will be mandated to utilize this Master Agreement. In addition, as discussed in the pre-proposal conference, the individual Trial Courts may or may not have adequate resources to issue solicitations and manage contract programs; as such, the AOC is establishing contracts and programs for the benefit of the Trial Courts and other Judicial Branch Entities.

The following question was forwarded after the pre-proposal conference:

12. Is the AOC able to provide the RFP document in Microsoft Word format?

ANSWER: Yes, vendors participating in the pre-proposal conference and responding to the RFP may send an email to paula.coombs@jud.ca.gov requesting an electronic copy of the RFP in Word format.

End of Pre-Proposal Conference Question and Answer